



City of Ketchum

## CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

### Recommended Motion:

### Reasons for Recommendation:

- City's animal control program to have facilities and personnel available for the care and housing of impounded animals and provide the microchipping/licensing services.
- The funding was approved in the adopted FY2026 budget.

### Policy Analysis and Background (non-consent items only):

### Sustainability Impact:

### Financial Impact:

None OR Adequate funds exist in account:	The cost for services is \$2,995 for the year and funding will be allocated from the Local Option Tax Account within the approved FY2026 budget.
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### Attachments:

1. Contract #26007
2. Purchase order #26007
3. FY2026 funding request

**CONTRACT FOR SERVICES 26007**  
**Mountain Humane**

THIS AGREEMENT, made and entered into this 6<sup>th</sup> day of October 2025, by and between the CITY OF KETCHUM, IDAHO, (hereinafter referred to as "the City") and MOUNTAIN HUMANE, an Idaho nonprofit corporation with an IRS 501 (c)(3) designation, (hereinafter referred to as "MH").

**FINDINGS**

1. The City is authorized pursuant to Idaho law to impound animals that are running at large or pose a danger to the public health safety and welfare.
2. Blaine County Code, Title 4, Chapter 4, Animal Control, establishes requirements for dog licensing and/or microchipping and impoundment of dangerous animals and at-large dogs; authorizes fees for violation of terms of the Code and redemption of animals; and provides definitions and other regulations related to the administration of animal control.
3. Mountain Humane is willing to provide facilities and services for the care and safe housing of animals found in the City of Ketchum that are impounded by the City animal control officer, city law enforcement, or taken to Mountain Humane by citizens.
4. It is necessary for the proper operation of a city animal control program to have facilities and personnel available for the care and housing of impounded animals, for communication and exchange of information to the public and the sale and record keeping of the County's dog licenses and/or microchips.
5. The parties believe that paying a flat fee for services is more flexible and fair approach than charging on an individual impound basis. The City's payment of a flat fee reduces administrative costs and recognizes the valuable public and private function served by MH. The flat fee shall reasonably reflect the level of service provided by Mountain Humane, including but not limited to, the numbers and types of animals from the City, and may be adjusted annually during the City's budget process which starts in June and adopted in August of each year.
6. MH desires to enter into an agreement with the City to provide animal impound services.

NOW, THEREFORE, in consideration of the mutual promises and agreements set forth herein, it is agreed by and between the City and MH as follows:

1. **SERVICES RECEIVED.** MH agrees to provide animal impound services for the City as an independent contractor. These services include --
  - Acting as the City's animal impound facility (accessible by City law enforcement and animal control officers at all times).
  - Holding stray/impounded animals for up to three (3) calendar days (after which they may become MH property).
  - Providing training for City law enforcement and animal control officers on the use of microchip scanners as an animal reunification tool.
  - Working with City law enforcement and animal control officers on any relevant animal control concerns within City limits.

MH agrees that it shall provide, at its sole expense, all costs of labor, materials, supplies, business overhead and financial expenses, liability insurance, fidelity bonds, and all necessary equipment and facilities required to provide the services as set forth in this Agreement. MH will also furnish the City with microchip scanners and training to aid in animal reunification in the field. The City agrees to make a reasonable attempt to reunite a lost animal with its owner using the microchip scanner prior to impounding the animal at MH.

**2. TERM.** The term of this Agreement shall commence October 1, 2025 and shall terminate on the 30<sup>th</sup> day of September 2026.

**3. CONSIDERATION.** In consideration for providing the services described in Attachment A, the City agrees to pay to MH the total sum of TWO THOUSAND NINE HUNDRED NINETY FIVE DOLLARS (\$2,995) payable in agreed one lump sum. MH will provide the City an invoice; the City shall pay MH the amount set forth in such invoice no later than thirty (30) days after the date of such invoice. In addition, the City shall allow all revenues generated from MH's sale of dog licenses for the City and the collection of impound fees from pet owner's retrieving their animals to remain with MH. "Necessary veterinary services" shall be reimbursed quarterly based upon documentation receipts from a licensed veterinarian.

**4. REPORTING.** MH agrees to report to the Ketchum City Council via quarterly reports that include the following information:

- a) Numbers and types of animals impounded:
- b) Location of animal pickup. Any officer or citizen delivering an animal to MH shall verify, to the greatest extent feasible, that the animal being impounded was found with City borders and provide a written statement detailing the reasons why the animal(s) was impounded. Impound records shall be submitted to the City quarterly.
- c) Numbers and types of animal licenses, to whom sold and/or renewed; revenues received.
  - a. MH shall work with the City to develop a reporting system so that City dispatch personnel, the community service officer, law enforcement and citizens can determine the ownership of the animal based upon licensing information, including residence and phone contact of the owner. Additionally, MH shall provide the City with animal microchip scanners, which may access an animal's ownership information for reuniting in the field.

**5. MOUNTAIN HUMANE A PRIVATE FACILITY:** The parties agree that MH is a private facility with its own policies and procedures for the housing and care of animals. Animals impounded or accepted by MH pursuant to this Agreement shall become the property of MH after three (3) days at which time MH shall assume financial responsibility for the continued care and housing of the animal(s).

**6. TERMINATION.** The City may terminate this Contract with 120 days written notice to MH with or without cause. The City reserves the right to request an independent audit under the provisions herein upon termination, and such audit obligation and cost on the part of MH shall survive any termination of this Contract.

**7. EQUAL EMPLOYMENT OPPORTUNITY.** MH covenants that it shall not discriminate against any employee, volunteer, or applicant for employment because of race, religion, color, sex, or national origin.

**8. INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge and agree that MH shall provide its services for the fee specified herein in the status of independent contractor, and not as an employee

of the City. MH shall create, direct, and control its own means and methods of performing this Agreement. MH and its agents, members, employees, and volunteers shall not accrue leave, retirement, insurance, bonding, or any other benefit afforded to employees of the City. The sole interest and responsibility of the City under this Agreement is to assure itself that the services covered by this Agreement shall be performed and rendered by MH in a competent, efficient and satisfactory manner.

**9. HOLD HARMLESS AGREEMENT.** Any contractual obligation entered into or assumed by MH, or any liability incurred by reason of personal injury and/or property damage in connection with or arising out of MH's obligations pursuant to this Agreement shall be the sole responsibility of MH, and MH covenants and agrees to indemnify and hold the City harmless from any and all claims or causes of action arising out of MH's activities and obligations as set forth hereinabove, including, but not limited to, personal injury, property damage, and employee complaints.

**10. NON-ASSIGNMENT.** This Agreement may not be assigned by or transferred by MH, in whole or in part, without the prior written consent of the City.

**11. DISPUTES:** In the event that a dispute arises between the City and MH regarding application or interpretation of any provision of this Agreement, the aggrieved party shall promptly notify the other party to this Agreement of the dispute within ten (10) days after such dispute arises. If the parties shall have failed to resolve the dispute within thirty (30) days after delivery of such notice, the parties agree to first endeavor to seek to settle the dispute in an amicable manner by non-binding mediation before resorting to litigation. Should the parties be unable to resolve the dispute to their mutual satisfaction within thirty (30) days after such completion of mediation, each party shall have the right to pursue any rights or remedies it may have at law or in equity.

**12. MISCELLANEOUS PROVISIONS.**

- a. Paragraph Headings. The headings in this Agreement are inserted for convenience and identification only and are in no way intended to describe, interpret, define or limit the scope, extent or intent of this Agreement or any of the provisions of the Agreement.
- b. Provisions Severable. Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Agreement.
- c. Rights and Remedies are Cumulative. The rights and remedies provided by this Agreement are cumulative and the use of any one right or remedy by any party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the parties under this Agreement are given in addition to any other rights the parties may have by law, statute, ordinance or otherwise.
- d. Successor and Assigns. This Agreement and the terms and provision hereof shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the parties hereto.
- e. Entire Agreement. This Agreement contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters.

- f. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Idaho. Venue shall be in Blaine County, Idaho.
- g. Preparation of Agreement. No presumption shall exist in favor of or against any party to this Agreement as a result of the drafting and preparation of the document.
- h. No Waiver. No waiver of any breach by either party of the terms of this Agreement shall be deemed a waiver of any subsequent breach of the agreement.
- i. Amendment. No amendment of this Agreement shall be effective unless the amendment is in writing, signed by each of the parties.
- j. Notices. Notices hereunder shall be by personal delivery or US Mail Certified/Return Receipt and shall be deemed effective upon such personal delivery or two (2) business days after mailing, whichever is later. Notices shall be provided as follows:

a. City:           City Administrator  
                      City of Ketchum  
                      PO Box 2315  
                      Ketchum, ID 83340

b. Consultant:   Mountain Humane  
                      PO Box 1496  
                      Hailey, ID 83333

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

CITY OF KETCHUM, IDAHO

MOUNTAIN HUMANE

By: \_\_\_\_\_  
Neil Bradshaw  
Mayor

By: \_\_\_\_\_  
Christine Ferguson  
Executive Director

ATTEST:

\_\_\_\_\_  
Trent Donat  
City Clerk



# CITY OF KETCHUM

PO BOX 2315 \* 191 5TH ST. \* KETCHUM, ID 83340  
Administration 208-726-3841 (fax) 208-726-8234

## PURCHASE ORDER

BUDGETED ITEM? \_\_\_\_ Yes \_\_\_\_ No

PURCHASE ORDER - NUMBER: 26007

<b>To:</b> 1178 MOUNTAIN HUMANE PO BOX 1496 HAILEY ID 83333	<b>Ship to:</b> CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
09/12/2025	CCHING	CCHING			

Quantity	Description	Unit Price	Total
1.00	2026 Animal Control Services 22-4910-6095	2,995.00	2,995.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		2,995.00

\_\_\_\_\_  
Authorized Signature



## City of Ketchum

<b>Agency Name:</b> Animal Shelter of the Wood River Valley DBA Mountain Humane
<b>Project Name:</b> Annual Municipal Animal Impoundment Services
<b>Contact Person:</b> Kelly Mitchell, Senior Director – Operations Brent Householder, Senior Director - Finance
<b>Address:</b> 101 Croy Creek Road, PO Box 1496, Hailey, ID 83333
<b>Email:</b> <a href="mailto:KMitchell@mountainhumane.org">KMitchell@mountainhumane.org</a> (general) or <a href="mailto:finance@mountainhumane.org">finance@mountainhumane.org</a> (billing)
<b>Phone Number:</b> (208) 788-4351 x102 (general) or (208) 788-4351 x209 (billing)

Please provide the information requested below and return via email to [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org) by end of day **Thursday, May 1, 2025**.

- City Council's Budget Strategic Session will be on Tuesday, June 24 from 9am~2pm.
- The public hearing will be on July 21, with the ordinance readings as follows:  
1<sup>st</sup> – August | 2<sup>nd</sup> – August 18 | 3<sup>rd</sup> – September 2

Feel free to expand the text fields. Supporting documents or any additional information for consideration are welcome as attachments.

If any of the below items do not apply to your request, please indicate with N/A.

- 
1. Amount requested for fiscal year 2026: **\$ 2,995**
  2. What percentage of your overall budget does the requested amount represent? **< 1%**  
Please submit a budget sheet for FY2024 and FY2025 that shows detailed revenue and expenditures.
  3. How would your program or project be impacted if it did not receive funding from the City or if funding were reduced? (Expand the box as needed or submit separately.)

See Attachment Below

4. If you received funds from the City in fiscal year 2025, please provide specific examples of how those funds were used to benefit the community. (Expand the box as needed or submit separately.)

Funds received in 2025 were used for animal impound services for the City of Ketchum. This means that stray animals in the City of Ketchum were able to have food, water, and shelter until they were claimed by their owner (if an animal was lost) or adopted out to new homes (if an owner is not found or the animal is abandoned). Housing these animals at Mountain Humane prevents stray animals from roaming throughout the City, which is detrimental to the welfare of both animals (domestic and wildlife) and people.

It should be noted that impound contract payments also do not fund Mountain Humane's universal microchip program, which provides microchipping services to any Blaine County animal at no cost! Mountain Humane encourages the City to inform its residents of this service, given the benefits of microchip placement in pets.

5. If you receive funds from the City in fiscal year 2026, please provide specific goals set by your organization. (Expand the box as needed or submit separately.)

As stated in question 3, the requested funds would provide animal impound services for the City of Ketchum, in line with local ordinances and statutes. In addition, Mountain Humane continues to prioritize its animal microchip program, which will effectively reduce the number of impounded animals at Mountain Humane and expedites the reunification process between people and their animals. Further, this methodology has reduced the time our public safety officers spend transporting impounded animals to our facility in Hailey. In support of this goal, Mountain Humane is offering free microchipping for any Ketchum resident. Residents may call and schedule an appointment for this service. The organization also offer a full-service, low-cost public clinic for Ketchum residents, offering wellness and sick pet exams, vaccines, spay and neuter surgeries, dental cleanings and extractions, and many other services.



### **Response to Question #3**

Mountain Humane remains committed to providing Blaine County municipalities with high quality and cost effective animal impound and microchipping/licensing services. As mentioned in last year's renewal letter, Mountain Humane continues to work with the County and municipalities to increase the number of microchipped pets in the community. In the last two years, Mountain Humane has microchipped over 2,000 animals, which has led to a decrease in overall impounds. Additionally, we projected that the cost of the impound program would decrease from \$107,000 in FY 2023 to approximately \$77,000 in FY 2025. We are delighted to report that our initial projections indicate that impound program expenses for FY 2024-2025 will total \$78,204.

That being said, Mountain Humane continues to recognize the strain on municipal budgets from inflation, personnel recruitment, and other community priorities. But, please consider that the funds from the municipalities offset the cost of providing the following services:

- A dedicated staff member for answering intake inquiries
- Scanning and follow up related to pet/owner identification
- Processing paperwork and data entry
- A 24-hour security entrance to dedicated impound areas
- Providing dedicated housing to keep these pets separated from the shelter population
- Performing a medical evaluation to ensure the pet doesn't require any further medical attention
- Ensuring the pet is up to date on its rabies and other vaccinations
- Walking the pet multiple times per day and feeding/general care of the pet
- Marketing efforts to return the pet to its owner via our lost and found outlets

This amount does not include costs related to services provided to animals that are not reclaimed by their owner, as well as services provided for animals who are reclaimed after more than 24 hours. In addition to impound services, the contract includes providing services associated with the implementation, management, distribution, and data tracking for the Blaine County dog license program. Impound contract payments also do not fund Mountain Humane's universal microchip program, which provides microchipping services to any Blaine County animal at no cost! Mountain Humane encourages all municipalities to inform residents of this program, given the benefits of microchip placement in pets.

Without the City's funding, Mountain Humane would not be equipped to provide comprehensive animal impound and microchipping/licensing services to the City of Ketchum and its residents.



May 5, 2025

Dear Representative,

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Overall, we hope to continue refining the impound and microchipping/licensing program to further enhance services and lower costs. **In FY 2025-2026, City of Ketchum's contract for services is proposed to decrease from \$3,226 to \$2,995.** The table below provides a cost breakdown of these services.

### City of Ketchum Impound & Licensing Contract Cost

	Total Program Cost (All Municipalities)	Cost Factor (%)*	Total Annual Municipal Cost
Impound Program Services	\$ 76,704	3.62%	\$ 2,775
License/Microchip Program Services	\$ 1,500	14.67%	\$ 220
<b>Total Billable Costs</b>	<b>\$ 78,204</b>		<b>\$ 2,995</b>

FY 2024-2025 Annual Rate	\$ 3,226
FY 2025-2026 Proposed Annual Rate	\$ 2,995
<b>Annual Increase / (Decrease)</b>	<b>\$ (231)</b>

\* Impound Program cost factor based upon the actual number of animals impounded in the previous four quarters, as well as projected figures. Licensing Program cost factor based upon the municipality's census.

Please reach out to us if you would like to schedule an in person meeting to discuss this proposal. We look forward to continuing our relationship with each Blaine County municipality and the residents they serve.

Sincerely,



Kelly Mitchell  
Senior Director – Shelter Operations & Outreach  
[kmitchell@mountainhumane.org](mailto:kmitchell@mountainhumane.org)  
(208) 788-4351 x 102



Brent Householder  
Senior Director – Finance & Human Resources  
[bhouseholder@mountainhumane.org](mailto:bhouseholder@mountainhumane.org)  
(208) 788-4351 x 209

# Mountain Humane

## Statement of Activities

January - December 2024

	TOTAL	
	JAN - DEC 2024	JAN - DEC 2023 (PY)
Income		
4000 Revenue from Direct Contributions	3,370,306.08	840,398.56
4200 Revenue from Non-Government Grants	412,290.00	251,060.00
5000 Revenue from Government Agencies	63,072.25	75,332.50
5100 Rev from Program Related Sales & Fees	499,299.70	216,586.38
5300 Revenue from Investments	116,703.47	122,308.23
5400 Revenue from Other Sources	579,541.05	540,019.41
5800 Special Events (Net of Expense)	1,085,225.97	1,106,756.18
<b>Total Income</b>	<b>\$6,126,438.52</b>	<b>\$3,152,461.26</b>
Cost of Goods Sold		
5700 COGS	141,034.74	25,989.55
5850 Special events - direct costs	140,631.66	174,863.64
<b>Total Cost of Goods Sold</b>	<b>\$281,666.40</b>	<b>\$200,853.19</b>
<b>GROSS PROFIT</b>	<b>\$5,844,772.12</b>	<b>\$2,951,608.07</b>
Expenses		
7200 Salaries & Related Expenses	2,415,698.84	2,004,456.15
7500 Contract Services Expenses	39,762.60	56,021.94
7600 Media, Marketing & Communications	45,654.19	130,978.87
8100 Nonpersonnel Expenses	94,794.98	90,754.81
8200 Facility & Equipment Expenses	221,868.01	186,766.12
8300 Travel & Meeting Expense	31,645.16	23,497.61
8400 Animal Specific Expenses	283,670.49	305,888.10
8500 Other Expenses	140,644.25	165,890.77
Payroll Expenses	0.00	0.00
Reimbursements		0.00
<b>Total Expenses</b>	<b>\$3,273,738.52</b>	<b>\$2,964,254.37</b>
<b>NET OPERATING INCOME</b>	<b>\$2,571,033.60</b>	<b>\$ -12,646.30</b>
Other Income	<b>\$50,476.00</b>	<b>\$700,961.41</b>
Other Expenses	<b>\$57,139.43</b>	<b>\$959,329.73</b>
<b>NET OTHER INCOME</b>	<b>\$ -6,663.43</b>	<b>\$ -258,368.32</b>
<b>NET INCOME</b>	<b>\$2,564,370.17</b>	<b>\$ -271,014.62</b>